Computerized Accounts Payable for Windows (CAPSW) Payments

CAPSW Payment Division

- Computerized Accounts Payable for Windows (CAPSW)
  - A micro-computer based program designed to automate the many processes associated with Vendor Pay Operations. It calculates entitlements and facilitates compliance with the Prompt Payment Act to reduce interest paid, discounts lost, and personnel overtime costs.
- Electronic Document Management
  - An electronic program that provides users with on-line access to financial documents and information. EDM involves the collective application of three tools: imaging, electronic foldering and workflow.

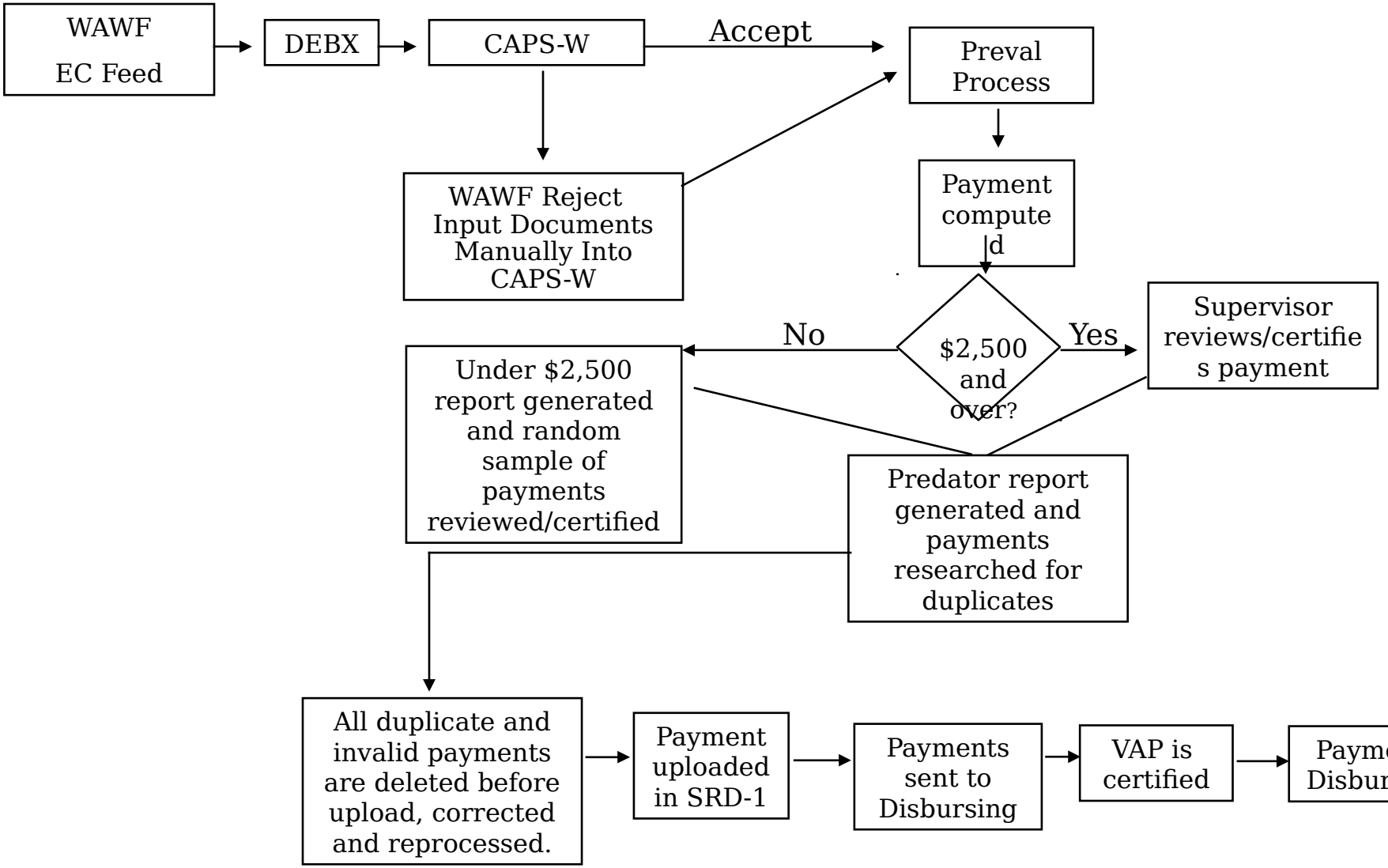
CAPSW Vendor Pay Mission

- Ensure timely and correct payments
- Take discounts when applicable
- Pay interest penalties when payments are late
- Provide exceptional customer service
- Governed by:
  - Prompt Payment Act
    - Federal Register 5 CFR Part 1315, Final Rule
    - DoD Financial Management (DoDFMR)

CAPSW Payment Division

- CAPSW Vendor Payments consists of:
  - Payments for DLA, DeCA, DFAS and Military Service contracts
  - Miscellaneous payments for DLA, DFAS, and other Defense Agencies to include:
    - Airline Tickets
    - Training/Tuition
    - Phone and electric bills
    - Credit card (Purchase Cards)
    - EEO Settlements
    - Leases/Rent
    - Transportation/Freight

Columbus CAPS-W Electronic Payment Process



Proper Invoice

- A proper invoice must have the following:
  - Name and address of the vendor
  - Invoice date
  - Invoice number, account number, and/or any other identifying number agreed to by contract
  - Contract number or other authorization for delivery
  - Description, price and quantity
  - Shipping, payment and discount terms
  - Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise.

Proper Invoice, continued

- Name, title, phone number and address (where practicable) of person to be notified in event of a defective invoice
- Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- Other substantiating documentation or

Invoice Receipt Date

- Invoice is date stamped or annotated when received in the proper billing office
  - Clock starts for payment due date

- If not date stamped or annotated by the proper billing office
  - Invoice date is the invoice received date. Clock starts for payment due date

Common Invoicing Errors

- Wrong or incomplete contract (PO) number
- Missing call/delivery order number
- Missing invoice number and date
- Failure to mark DD250 as an original invoice
- Vendor sends statements and not invoice
- Billing description is incomplete or incorrect
- Invoice is submitted by a vendor (sub contractor) other than the vendor named on the contract
- Billing for past due amounts on current charges instead of submitting the original invoice where balance is due

Returning An Invoice

- An invoice is returned under the following conditions:
  - An invoice is received prior to a service period
  - There is no contract
  - The invoice is not a proper invoice
- An invoice will not be returned when:
  - There is destination acceptance and no receiving report
  - An incorrect line of accounting data

Payment Due Date

- Date specified in contract terms
  - Fast pay
    - Invoices that meet “Fast Pay” requirements must be stamped “Fast Pay” and are processed for payment within 15 days of receipt in the payment office.
  - Advance Pay
    - The Advance Pay clause,(FAR 52.232-12), must be on the contract for invoices to be paid in advance. Then, invoices are processed for payment as soon as possible.
  - 30 day pay
    - 30 days after proper invoice received or material acceptance receipt, whichever is later.
- Non-Contractual (miscellaneous) payments
  - All non-contractual payments, with the exceptions of IMPAC, PowerTrack and Airline Tickets are processed for payment within two days of receipt of a proper invoice and receipt/ acceptance in the payment office.

Actual Date of Payment

- Check payment date
  - Date check is issued by Disbursing
- EFT payment date
  - Date of transmission

Factors Delaying Payment

- Non-Receipt of goods or services
- Funding problems
- Contract modifications not processed
- Improper invoices

Inquiries and Payment Status

Customer Service Number:

1-800-756-4571

Vendor Payments (Commercial Payments) is Option 2, from the Main Menu

Option 2, from the Secondary Menu

Web Site

http://vendorpay.dfas.mil